



CITY OF MINNEAPOLIS

Manager, Access and Outreach Position Profile

THE PROJECT



The City of Minneapolis has an opening for a Manager, Access and Outreach. This position manages a team of staff responsible for facilitating meaningful engagement with underrepresented communities where cultural norms or practices, language or disabilities have historically limited knowledge and access to government. The position supports resident involvement in decision making on matters of importance in the communities and the city as a whole.

THE POSITION



As the Manager, Access and Outreach, you will manage a working team that serves as facilitators and communicators with underrepresented communities, and support resident engagement in problem solving and decision making in matters of importance. You will develop and maintain relationships with the Neighborhood and Community Engagement Commission (NCEC), the City Council, Department Leaders and City staff, neighborhood and community organizations, various city advisory committees, foundations and others. You will develop and provide training programs for City staff and neighborhood organizations on cultural norms and practices in order to improve communications, service delivery and addressing unmet community needs. You will listen to community input and communicate to city leaders the visions and goals of the communities.

THE CITY



Grow your career with a growing and vibrant world-class city that prides itself on being clean, green, diverse and active. What sets Minneapolis apart?

- We have a robust and diverse economy, with industry and businesses of all kinds.
- We are in the top five creatively vital cities in the country.
- We're a racially diverse city, home to large immigrant and native communities.
- We are an inclusive city, with a strong LGBT scene.
- We're known as one of the most bicycle-friendly cities.
- We love the arts: Minneapolis is second only to New York City in per capita attendance at theater and arts events.
- We have one of the premier park systems in the country, with 170 parks covering more than 6,700 acres of land and water.
- We have 22 lakes, giving us the nickname "The City of Lakes."

REQUIREMENTS



The ideal candidate will possess:

- A Bachelor's Degree in a related field or equivalent.
- Three (3) years of experience of related experience, which includes at least one year of project management experience.
- Strong knowledge of the diverse cultures evident in various city communities, and sensitivity to culturally formed communication norms.
- Ability to communicate complex issues effectively, clearly and concisely in both verbal and written forms and strong public relations skills.
- Excellent leadership and team building skills, highly effective interpersonal communication and listening skills.
- Ability to establish and maintain effective working relationships with City and community leaders and individual residents.
- Ability to create a supportive, inclusive environment that builds trust and sustains partnerships.
- Strong knowledge of the governance, practices, financing and operations of neighborhood organizations.
- Strong knowledge of general management principles, knowledge of project management, including housing, development and redevelopment, as well as public facility and infrastructure improvement.

COMPENSATION

This is an appointed position with competitive compensation. Salary is based on past leadership experience with a salary range of \$82,375 to \$97,650 per year. The benefits package includes medical and dental coverage, a health and wellness program, health reimbursement accounts, flexible spending accounts, pension plans and deferred compensation retirement savings, vacation and sick leave, and 11 paid holidays.

TO APPLY

Please submit an application and resume to www.minneapolismn.gov/jobs to be considered for the position. Posting will close at midnight on Friday, October 23, 2015. Only applications and required materials submitted by the deadline will be considered.